

Mr C -
a Sec

[Redacted Box]

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Report for Week Ending 26 May 1959
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 26 actions requiring the printing of 593,200 copies or sets of blank forms.
- (2) Three new and five revised forms were approved.
- (3) One form was obsoleted.

b. Intangible

- (1) Designed three new forms for the Comptroller. These forms are to be used in the Financial Management Program beginning FY 1960 and will be used by the Agency budget officers in the cost accounting on property, printing services and books and periodicals. [redacted]

25X1

- (2) Met with the ARO's of Logistics, Comptroller, Medical and Personnel to discuss Standard Forms stocked in the Warehouse. As a result, 45 forms were made non-stock, 28 were obsoleted, 38 were left in stock. Thirteen forms are still awaiting decisions by the ARO's as to disposition. [redacted]

25X1

- (3) In cooperation with [redacted] of the Comptrollers Office developed a new format covering the proposed revision of the "Personnel Transfer and Clearance Sheet," Form No. 495, which is used overseas by all Bases and Field Stations in transferring personnel. This revision, aside from eliminating certain information and revamping the format of the current form, will provide:

25X1

- a. Two new additional spaces under "Nature of Action" for "Resignation" and "Return to Parent Service."
- b. New specific breakdown under "Unaccounted or Unpaid Advances at Time of Departure."
- c. Information pertaining to the weights and transportation costs of personal and household effects under a new "Shipping Data" Section.
- d. A new check box item to indicate, if appropriate, that "no advances or payments made by station" when subject is "traveling under (cover) orders."
- e. A new section, titled "Compensatory Time," provides for its use or payment to an employee subsequent to his departure from a station.

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2. Assignments

a. Active

- (1) Agency Chain Envelope. 25X1
- (2) New Building Project. 25X1
- (3) Revision of Dispatch Forms. 25X1
- (4) Improved Management of Stocked Forms. Lack of follow through by the Stock Management Branch caused about one months delay in getting into the system a form which was a revision and of a lower shipping category than a form now in use. Contacted who plugged this gap by initiating a procedure which should place forms into the system soon after arriving at the warehouse. This same procedure will purge obsoleted forms. 25X1
- (5) Expediting Printing of Information Reports. 25X1
- (6) Uniform Information Report.
- (7) Nine new and 24 revisions.

3. News

a. I went to and discussed the forms problems. Will report next week on results.

b. is in the Basic Management Course.

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